



MANAGEMENT OPPORTUNITY

CITY OF LONG BEACH

DEPARTMENT OF THE CITY CLERK

CITY CLERK BUREAU MANAGER -- ELECTIONS

The City Clerk Bureau Manager, under direction of the City Clerk, manages the activities of the Elections Bureau of the City Clerk Department, organizes, plans and manages the work of staff, consultants and vendors, prepares and administers bureau budget, oversees bureau projects, and coordinates communications with other bureau managers and analysts, City departments, officials and candidates, and others outside the organization, and advises and informs the City Clerk regarding bureau operations, and performs related work as assigned.

EXAMPLES OF DUTIES:

- Responsible for the management and conduct of City, school district and community college district elections comprising 23 elected offices and 220,000 registered voters. Includes voter registration, petition filings and analysis, ballot and sample ballot book design; preparation of candidate handbook and orientation, design and maintenance of precinct and district boundaries; identification and assessment of polling locations, recruitment and training of poll workers, processing and distribution of vote-by-mail ballot applications.
- Serves as a liaison between the department and the Federal Elections Commission, California Secretary of State and the Los Angeles County Registrar-Recorder/County Clerk regarding elections matters; makes presentations to the public, media, elected officials, and candidates to provide information regarding election issues.
- Develops bureau strategic plan and establishment of bureau goals, objectives, deadlines and projects as part of strategic planning process. Prepares, reviews and presents oral and written reports and recommendations regarding elections.
- Manages bureau legislative analysis activities, formulates policy, and develops and evaluates bureau budget.
- Prepares specifications for consultant and vendor contracts and requests for proposals.
- Manages candidate and campaign finance filings, statements of economic interest, and voter education and outreach programs.

THE ORGANIZATION

The Long Beach City Clerk Department provides staff support for the Long Beach City Council and various boards, commissions, and committees, as well as the conduct of municipal elections. There are 19 full time employees with an annual operating budget of \$3.5 million.

QUALIFICATIONS

Bachelor's degree in Public Administration or a related field and five years of management, legislative and administrative experience such as planning, organizing, and implementing program activities in a public office including two years of project management and supervisory experience; or an equivalent combination of training and experience. Certification as Certified Municipal Clerk is desirable. A Master's Degree in Public Administration or related field is desirable and may be substituted for one year of the required experience.

SALARY

\$ 83,895.00 to \$ 112,426.00 depending upon qualifications. Placement is dependent upon qualifications with increases based on a merit pay plan.

SELECTION PROCEDURE

Submit a letter of interest, resume, current salary, and names, address and daytime telephone numbers of three work-related references by October 19, 2007, to:

**LARRY HERRERA, CITY CLERK
LONG BEACH CITY CLERK DEPARTMENT
333 WEST OCEAN BLVD., PLAZA LEVEL
LONG BEACH, CA 90802**

The most qualified candidates will be invited to participate in further selection steps. Interviews are tentatively scheduled for October 29, 2007.

AN EQUAL OPPORTUNITY EMPLOYER

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If special accommodation is desired, please call Irma Heinrichs 48-hours prior to the interview at (562) 570-6228. This information is available in an alternative format by request at (562) 570-6228.